

# VACANCY NOTICE

2006-38

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Administrator, Financial Management	CLASSIFICATION CODE: 02644400
	SALARY RANGE: (137) \$64735-73396	REFERENCE POSITION NO.: 2475-90000-2477
	Department or Agency Name Administration	APPLICATION PERIOD: 07/28/06-08/03/06
	Division/Section/Unit Information Technology/Administrative Services	
	Assignment(s) / Comments	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>x</u>
	Name of Bargaining Unit Union:	
	There is _____ is not <u>x</u> a Civil Service List for this position	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) listed. If you are presently in the classification of the position you wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Please remember to include, either on the application form or on a cover letter, both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information on your application:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To be responsible and accountable for the proper receipt and disbursement of the Division of Information Technology's (DoIT) funds and to insure that these funds are used for the purpose for which they are allotted; To create and monitor the Division of Information Technology's budget; To ensure DoIT billings and charges to other State agencies are performed and are correct. To manage a finance team who are responsible for day to day financial operations and to do related work as required.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: possession of a Bachelor's Degree In Business Administration with a major in Accounting and Finance; and <b>Experience:</b> Such as may have been gained through: extensive employment in a responsible administrative position involving budgeting and financial control and federal reporting. <b>Or</b> , any combination of education and experience that shall be equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Phil Silva	Telephone #: (401) 222-6352
	Department of Administration	Fax #: (401) 222-3151
	Information Technology	TTY/TDD #: 7 1 1
	One Capitol Hill, Prov. RI 02908	(Telecommunication Device for the Deaf)

**RESCIND 11/2/06**



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER